**HR UPDATE – WEEK OF SEPTEMBER 20, 2021**

**COMPLIANCE TRAINING**

With the start of the new academic year, the University once again has the Employee Sexual and Interpersonal Violence and Response Course (ESPARC) available via Blackboard. The ESPARC training is available to all employees **beginning Monday, September 20, 2021.** Before you ask, yes, it is the training many of you completed earlier this year **but ESPARC must be completed EVERY ACADEMIC YEAR.**

The good news is that the training is up earlier this year, giving you a bit more time to complete it. This earlier timeframe will also give Adjuncts and College Assistants more time during the Fall semester to sign on and complete the training, assuring them of getting credit for this academic year. Full-time employees have until July 2022 to complete the training.

Employees are automatically registered for their campus’ training in Blackboard based on their HR Status in CUNYfirst. All active employees can sign into their [CUNY Blackboard account](https://www.cuny.edu/about/administration/offices/cis/core-functions/cuny-blackboard/) and navigate to *My Organizations* to view and complete the ESPARC training. New employees will have access to ESPARC on the next business day after their HR Status has been updated to Active in CUNYfirst. New employees are expected to complete the trainings within the first 60 days of their first day of work.

As a reminder, please try **to use the Firefox browser** to complete the ESPARC training and please be sure to **disable any pop-up blockers** you may have on your computer. Additionally, if possible, do save a copy of your Completion Certificate OR take a screen shot of the screen telling you that you have successfully completed the training. Either of these will be helpful as proof in case the system fails to record your completion of the training.

For your convenience, you may access [Compliance Training FAQs here](https://www.cuny.edu/about/administration/offices/hr/professional-development-learning-management/compliance-training-faqs-for-employees/).   Of course, should you still have questions, please email Stephanie Cooper, HR Manager for Employee Relations at scooper@york.cuny.edu and she will do her best to find an answer. Thank you in advance for your participation in this NYS and CUNY mandated training.

**PAY AND BENEFITS**

**Timesheets and Leave Requests in HR-ASSIST**

We are now in a new year, for purposes of leave time, effective September 1st. When entering your timesheets or leave requests in HRAssist, for September 2021 - August 2022, please select the year "2022" and proceed to select the relevant pay period. Questions can be addressed to hrbenpay@york.cuny.edu

**Health Benefit Deductions**

The payroll deductions for the basic health plans and optional riders were changed effective July 1, 2021.  However, the new rates went into effect on August 12, 2021 therefore, the University Benefits Office need to recover or refund the differences between the former rates and the new rates for all employees who are enrolled in the affected plans.  The adjustment deductions will be done in the in the upcoming payroll period, September 23, 2021.  Some of the rates were increased while others were decreased.

Please review the communication from the University Benefits Office listing the health plans that had a rate increase and the adjustment deductions that will continue until the total arrears are met.  Refunds for the plans with decreased rates will be reflected on the September 23, 2021 paycheck and will appear as a regular health insurance deduction less the refund amount.  Detailed will be posted on the HR Intranet, Benefits & Wellness page: <https://www.york.cuny.edu/human-resources/intranet/benefits-and-wellness>

**New Service for Employees – from the Office of the NYS Comptroller**

The Office of the New York State Comptroller recently implemented New York State Payroll Online *(NYSPO)*, a service offered through NY.gov which allows employees on New York State payroll to access pay stubs, W-2s and other pay information electronically.

Beginning 9/17/21, CUNY employees on New York State payroll can request activation of their NY.gov accounts using the following path in CUNYfirst: ***Human Capital Management > Self Service > New York State Payroll Online***

After employees formally submit requests in CUNYfirst, their NY.gov accounts are estimated to be activated within 15-20 business days.  After accounts are officially activated, confirmations will be sent to employees’ primary business email addresses in CUNYfirst with additional instructions on how to verify their identities and to access NYSPO.  Employees must verify their identities within NY.gov in order for NYSPO to be accessible within their NY.gov accounts.

Employees who create their NY.gov accounts outside of CUNYfirst will experience issues accessing NYSPO.  Additionally, employees with existing NY.gov accounts for previous/other NYS organizations will need to request an additional NY.gov account via this process to view their CUNY-pay information.

Please note that a communication will be sent to all Senior College employees on 9/17/21 informing them that NYSPO is available.

Additional NYSPO resources and updates can be found [here](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.cuny.edu_about_administration_offices_hr_university-2Dpayroll_new-2Dyork-2Dstate-2Dpayroll-2Donline_&d=DwMFAg&c=yJ4UutiJRKf_XEsHUtOboHQQfLtKBfRC_OV2xJVGo18&r=IqwJkEXOJbPTPlWsHBM7Gj2QdrXUf-j1uxK8Cfllumc&m=uBsiiGPyHFC8EIT3mZl6l6T_qymcv7sRrj6TzGzeeHE&s=zWQl6JE4x5uwz-6ngkCAMWwDbav-avLrDStGqfyzgec&e=).  Employees can follow the instructions on this webpage starting with Tab **“1. Requesting NY.gov Account Activation”** to begin the process.  If you have any questions, please contact University Payroll Security *(**University\_Payroll\_Security\_Adm@cuny.edu**)*.

**NEW – EMPLOYEE INTRANET**

**We are happy to introduce the York College Employee Intranet**, which is a site on the college webpage that will be accessible only to active employees. Our hope is that it will make it a bit easier to identify the best person to contact to meet your needs, and find information. It includes a range of documents and tools that employees can utilize in support of their work. Each day staff members can log on and use the intranet to accomplish tasks and access information and data needed to get the job done and or request HR services. Just click the yellow button on our home page in order to gain access.

Some new features now available:

* **Digital ‘Request for Verification Letter’- to request letters for mortgages, loans, and other routine verifications:** <https://www.york.cuny.edu/human-resources/intranet/employment-letter-request>**;**
* **Return to Work COVID-19 Resources – including an instructional video on uploading vaccination information to CUNYfirst, and other employee-related information centrally located.**

**This is a work in progress. We welcome your feedback as to other work-related information and tools that might be helpful. Please share with us at** humanresources@york.cuny.edu**.**

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**Appointments and Virtual Visits**

Please note that although we are unable to accommodate walk-in service at this time, we are prepared to serve your needs via phone, and by appointment via ZOOM and in-person.

* **If you were newly hired during the time of full remote work**, you will be required to present your identification documents in person in order to maintain employment. We will be in contact to schedule a time to do so;
* **Onboarding for all new hires will be by appointment**. The appropriate HR team member will be in touch to schedule;
* **Documents can still be uploaded to our Secure Document Portal** (recommended).

**Virtual Office Walk-In Hours** will be held every Friday via ZOOM. These visits are purely online visits. You will be ushered into a waiting room and directed to the best team member to address your inquiry. Hours will be held in the following manner:

* **10 am to 12 pm HRIS TEAM**

*CUNY-FIRST, PR-ASSIST, HR-ASSIST, and AEMS questions, appointment information, increments, etc.). General Inquiries*

**Onboarding questions/issues will be handled separately**.

* **2 pm to 4 pm PAYROLL & BENEFITS TEAM**

*Paycheck questions, direct deposit, time and leave, health benefits, pension, and retirement, etc.), General Inquiries*

Please visit our HR TEAM page for meeting information.

**Be well and be safe!**

**The HR Team**